

CITY OF EDMONDS
Snohomish County, Washington
January 1, 1993 Through December 31, 1993

Schedule Of Findings

1. City Officials Should Control Citation Numbers

Our review of the traffic citations issued by the City of Edmonds Police Department indicated that numerical control over citation books was not being maintained. We also found that no comparison was made of citations issued with those received by the Municipal Court.

RCW 46.64.010 states in part:

Every traffic enforcement agency in this state shall provide in appropriate form traffic citation containing notices to appear which shall be issued in books with citations in quadruplicate and meeting the requirements of this section.

The chief administrative officer of every such traffic enforcement agency shall be responsible for the issuance of such books and shall maintain a record of every such book and each citation contained therein issued to individual members of the traffic enforcement agency and shall require and retain a receipt of every book so issued.

RCW 46.64.010 also states:

Such chief administrative officer shall also maintain or cause to be maintained in connection with every traffic citation issued by an officer under his supervision a record of the disposition of the charge by the court or its traffic violation bureau in which the original or copy of the traffic citation was deposited.

Every record of traffic citations required in this section shall be audited monthly by the appropriate fiscal officer of the government agency to which the traffic enforcement agency is responsible.

City officials do not maintain a log of citation books issued to police officers, and they do not inventory and control the unissued books. When a purchase of citations books is made, the number of books and their number series on the shipping report is not retained. City officials do not perform a periodic inventory of issued and unissued books to determine that all citations can be accounted for.

The total numerical series of citations, issued and unissued is not controlled by city officials. Citation books which haven't been issued to police officers could be missing and the city wouldn't necessarily detect the problem in a timely manner.

Additionally, city officials do not routinely reconcile police department records of citations issued with records of the Municipal Court to determine that all citations issued have received some formal disposition.

We recommend that city officials establish procedures to account for all citation books and to ensure that all citations issued receive some formal disposition.